

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 06-11

Revised

OPERATIONS SUPPORT SPECIALIST

Lubbock, Texas

Closing Date: Open Until Filled

Salary: \$34,055 to \$55,876 (CL 25)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

The Operations Support Specialist is a member of the operations team of the Bankruptcy Clerk's Office. The incumbent is responsible for all facets of case progression, including opening cases, docketing, managing cases from inception to conclusion, ensuring accuracy of ECF entries, and responding to inquiries from our customers. The incumbent reports to the Divisional Manager.

- Opens new cases, adversaries, and miscellaneous proceedings by receiving, reviewing and filing incoming documents. Collects appropriate fees and processes cash receipts. Assigns judges, trustees and 341 meeting dates, time, and locations to new cases and adversary and miscellaneous proceedings as needed.
- Scans and/or converts paper documents into PDF format; uploads documents filed on electronic media (diskettes, CD-ROM).
- Processes incoming and outgoing mail, including preparing check logs and screening and routing to appropriate persons.
- Performs receptionist duties, including receiving, screening, and referring telephone calls and court visitors. Answers routine inquiries and provides customer assistance, including assistance with public computers.
- Dockets pleadings, orders, and claims ensuring entries are executed according to standards.

- Reviews pleadings for correct PDF and correct event code usage. Ensures entries are appropriately linked.
- Reviews case management reports and takes appropriate action to ensure timely progression of cases, resulting in proper disposition (e.g. discharge, dismissal, conversion, transfer, etc.)
- Reviews deadline reports for deficiencies to ensure cases are dismissed in a timely manner.
- Makes summary entries and prepares deficiency notices and other internal documents as needed.
- Examines docket reports and entries to ensure all necessary orders are entered and proceedings completed. Reviews case records and dockets for accuracy and completeness.
- Edits data and makes corrective entries as necessary.
- Ensures cases are closed when appropriate and paper files, if applicable, are prepared for archive shipment to the Federal Records Center.
- Communicates with both internal and external users regarding errors to help correct future filing submissions. Responds to inquiries and requests as quickly and efficiently as possible.
- Communicates updates and changes to ECF system to outside filers. Directs users to location of appropriate materials (registration forms, procedural manuals, etc.) and instructions.

MINIMUM REQUIREMENTS:

High school graduate. Two years of general clerical experience plus two years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

Required competencies include:

- **Excellent oral and written communication skills**
- **Ability to work effectively with both internal and external customers**
- **Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, Adobe Acrobat and other software applications**
- **Ability to produce accurate, thorough, and high quality work products**
- **Initiative and ability to work independently**
- **Ability to think logically, analyze data, research matters and solve problems**

- **Demonstrated reliability and punctuality**

DESIRED QUALIFICATIONS:

College degree. CM/ECF experience. Broad working knowledge of bankruptcy processes and procedures. Thorough knowledge of the purpose and content of documents and events in order to make docket entries and take appropriate actions.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Alison Henley, Employee Relations Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Rm. 1254, Dallas, Texas 75242, or submit by e-mail (in Word or WordPerfect only) to: alison_henley@txnb.uscourts.gov

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| <p>The selected candidate will be subject to a background check as a condition of employment. Retention depends upon a favorable suitability determination.</p> |
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The United States Bankruptcy Court is an Equal Opportunity Employer.